



# BAY CITY PUBLIC SCHOOLS

## ELECTION CONSOLIDATION

January 14, 2005

Cynthia A. Luczak, Bay County Clerk  
515 Center Avenue, Suite 101  
Bay City, MI 48708  
(989) 895-4280

## TABLE OF CONTENTS

	Page
School Election Consolidation Coordinating Committee.....	1-2
Bay City Public Schools Election Date Resolution.....	3-4
Bay City Public School Board Members and Terms.....	5
Polling Locations.....	6-7, 7A
Boundary Map.....	8
Election Responsibilities Performed by County Clerk.....	9
Election Responsibilities Performed by Local Clerk.....	10
Election Responsibilities Performed by School Board Secretary.....	11
Reimbursement Outline (Kent County Example).....	12-14
Bay County Board of Commissioners Special Election Programming Resolution.....	15
Signatures.....	16-17

**SCHOOL ELECTION CONSOLIDATION COORDINATING COMMITTEE  
BAY CITY PUBLIC SCHOOLS**

Bay City Public School District is a K-12 public school district encompassing portions of Bay, Saginaw and Tuscola counties. The school election consolidation committee consists of the Chairman, Cynthia A. Luczak, Bay County Clerk; Amy Dornhaag, Secretary to the Bay City School Board and the clerks of all jurisdictions that wholly or partially fall within the Bay City School District.

The following is a listing of jurisdictions that wholly or partially fall within the district:

City of Auburn	Lucy Wiesenauer 113 E. Elm, Auburn, MI 48611	989-662-6761
City of Bay City	Dana Muscott 301 Washington, Bay City MI 48708	989-894-8168
Beaver Township (part)	Richard Charbeneau 349 S. Garfield, Linwood, MI 48634	989-662-7802
Frankenlust Township	Alvin Appold 2401 Delta Rd., Bay City MI 48706	989-686-5300
Hampton Township (part)	Pamela Wright 801 W Center, PO Box 187 Bay City, MI 48707	989-893-7541
Kawkawlin Township (part)	Michael Arnold 1836 W Parish Road Kawkawlin, MI 48631	989-686-8710
Merritt Township (part)	Kathy Bremer 48 E Munger Rd., PO Box 126 Munger MI 48747	989-659-2136
Monitor Township	Cindy Kowalski 2483 Midland Rd, Bay City 48706	989-684-7203
Portsmouth Township	Judy Bukowski 1711 W Cass Avenue Road Bay City, MI 48708	989-892-7221
Williams Township	Amy Charney 1080 W. Midland Road Auburn MI 48611	989-662-4408

Buena Vista Township (part) (Saginaw county)	Barbara Montgomery 1160 S. Outer Drive Saginaw MI 48601	989-754-6536
Kochville Township (Saginaw county) (part)	George Schnepf 5851 Mackinaw Rd. Saginaw, MI 48604	989-792-7596
Tittabawassee Township (Saginaw county) (part)	Robert D. DuCharme 5585 N River Rd Freeland, MI 48623	989-695-9512
Zilwaukee Township (Saginaw county) (part)	Patricia Bradt 6189 Sherman Rd Saginaw, MI 48604	989-753-6036

Resolution No. 2  
(To be adopted after  
public hearing)

Bay City Public Schools (the "District").

A regular meeting of the board of education (the "Board") of the District was held in the  
Mackensen Elementary School, 5535 Dennis St., Bay City, MI in the District, on  
the 8th day of November, 2004, at 7:00 o'clock in the p.m.

The meeting was called to order by Marie McFarland, President.

Present: Members Ken Malkin, Pauline Helmling, Joel Bosco, Barb  
Stamiris, Ben Gibson, Marie McFarland

Absent: Members Amy Doornhaag

The following preamble and resolution were offered by Member Bosco and  
supported by Member Gibson:

**WHEREAS:**

The Board, pursuant to the provisions of the Consolidated Election Laws, has conducted a public  
hearing pursuant to published notice within the District; and

Pursuant to law, the Board desires to establish the regular election date for the District after  
considering comment and input received concerning the Board's tentatively proposed selection of a  
regular election date.

**THEREFORE, BE IT RESOLVED THAT:**

1. The Board does hereby approve May as the regular election  
date for the District on a (an) annual basis, to continue hereafter until changed pursuant to  
law, if permitted.
2. This resolution shall forthwith be filed with the Michigan Secretary of State in Lansing,  
Michigan.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this  
resolution be and the same are hereby rescinded.

Ayes: Members Ken Malkin, Pauline Helmling, Joel Bosco, Barb Stamiris,  
Ben Gibson, Marie McFarland

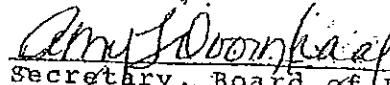
Nays: Members

Motion declared adopted.

Amy Doornhaag  
Secretary, Board of Education

TIRION LAW FIRM, P.C.

The undersigned duly qualified and acting Secretary of the Board of Education of Bay City Public Schools, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on November 8, 2004, the original of which resolution is a part of the board's minutes and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

  
Secretary, Board of Education

SAUSERSKMHPIBV042304.r2

THRON LAW FIRM, P.C.

**Board of Education/Superintendent's Office  
2004-2005 School Year**

**PRESIDENT**

Marie McFarland  
3011 Wildwood Drive  
Bay City, MI 48706  
Home: 686-8504  
Term Expires: 2005  
Email: mcfarlandm@bcschools.net

**TRUSTEE**

Joel F. Bosco  
1863 McKinley Ave.  
Bay City, MI 48708  
Home: 893-1016  
Term Expires: 2007  
Email: boscoj@bcschools.net

**VICE PRESIDENT**

Kenneth M. Malkin  
420 S. Sheridan  
Bay City, MI 48708  
Home: 892-7284  
Term Expires: 2007  
Email: malkink@bcschools.net

**TRUSTEE**

Ben Gibson  
3087 Old Kawkawlin Rd.  
Bay City, MI 48706  
Home: 684-3696  
Term Expires: 2006  
Email: gibsonb@bcschools.net

**SECRETARY**

Amy Doornhaag  
1505 5th Street  
Bay City, MI 48708  
Home: 892-1436  
Term Expires: 2006  
Email: doornhaaga@bcschools.net

**TRUSTEE**

Barbara Stamiris  
1001 Park Ave.  
Bay City, MI 48708  
Home: 891-9122  
Term Expires: 2005  
Email: stamirisb@bcschools.net

**TREASURER**

Pauline Helmling  
1760 E. River Rd.  
Kawkawlin, MI 48631  
Home: 686-3551  
Term Expires: 2008  
Email: helmlingp@bcschools.net

# SCHOOL DISTRICT CITY OF BAY CITY

## Places of Voting - County

CITY OF AUBURN		City Hall, Auburn, Michigan
BEAVER		Twp. Hall, 1850 S. Garfield Road
FRANKENLUST		Twp. Hall, 2401 Delta Road (All of Frankenlust Twp. and registered voters of Kochville, Tittabawassee, and Zilwaukee Twps. in the Bay City School District)
HAMPTON	THIRD PRECINCT FOURTH PRECINCT SIXTH PRECINCT	Twp. Hall, 801 Center Avenue Hampton School, 1908 Youngs Ditch Hampton School, 1908 Youngs Ditch
KAWKAWLIN	FIRST PRECINCT SECOND PRECINCT	Twp. Hall, 1800 E. Parish Road Twp. Hall, 1800 E. Parish Road
MERRITT		Twp. Hall, 48 E. Munger Road (This includes registered voters of the former Harding School District annexed to the Bay City School District and the former Munger School District)
MONITOR	FIRST PRECINCT SECOND PRECINCT THIRD PRECINCT FOURTH PRECINCT FIFTH PRECINCT SIXTH PRECINCT	Twp. Hall, 2483 E. Midland Road Mackensen School, 5535 Dennis McAlear Sawden School, 2300 E. Midland Road Mackensen School, 5535 Dennis McAlear Sawden School, 2300 E. Midland Road Twp. Hall, 2483 E. Midland Road
PORTSMOUTH	FIRST PRECINCT SECOND PRECINCT THIRD PRECINCT	Twp. Hall, 1711 W. Cass Avenue Twp. Hall, 1711 W. Cass Avenue Twp. Hall, 1711 W. Cass Avenue
WILLIAMS	FIRST PRECINCT SECOND PRECINCT THIRD PRECINCT	Twp. Hall, 1080 W. Midland Road Twp. Hall, 1080 W. Midland Road Twp. Hall, 1080 W. Midland Road (This includes voters who reside in the City of Midland-Ward 1 Pct. 5)



**PRECINCT LOCATIONS**  
**ADDRESS/PHONE NUMBERS**

1-1-7	HEAD START ED CENTER	1201 4 <sup>TH</sup> ST	893-9380
1-2-7	VILLAGE HALL	1338 N JOHNSON ST	892-7283
1-3-7	EASTSIDE MIDDLE SCHOOL	201 WOODSIDE LN	892-7515
2-1-7	SMITH MANOR	600 N VAN BUREN ST	892-6781
2-2-7	WASHINGTON SCHOOL	1821 MCKINLEY ST	894-2744
2-3-9	JEFFERSON SCHOOL	325 PARK AVE	895-6597
3-1-7	MALONEY MANOR	210 FITZHUGH ST	892-0851
3-2-7	CITY HALL	301 WASHINGTON AVE	894-8168
3-3-7	CREATED FOR CARING	400 N MADISON AVE	892-7475
4-1-7	CITY HALL	301 WASHINGTON AVE	894-8168
4-2-8	MACGREGOR SCHOOL	1012 FREMONT ST	892-1558
4-3-8	CENTRAL HIGH SCHOOL	1624 COLUMBUS AVE	893-9541
5-1-8	MACGREGOR SCHOOL	1012 FREMONT ST	892-1558
5-2-8	ST HYACINTH HALL	2305 S MONROE ST	895-5581
5-3-8	ST HYACINTH HALL	2305 S MONROE ST	892-8691
6-1-6	RIEGEL SCHOOL	1805 RAYMOND ST	893-2071
6-2-8	CHILD/SENIOR CENTER	1001 MARSAC ST	892-1588
6-3-6	FREMONT/FIRE STATION	1000 FREMONT ST	892-0272
7-1-6	WENONA CENTER	312 S DEWITT ST	895-5550
7-2-3	KOLB SCHOOL	305 W CRUMP ST	893-9518
7-3-6	RIEGEL SCHOOL	1805 RAYMOND ST	894-2071
8-1-6	SCHOOL ADM BLDG	910 N WALNUT ST	671-8135
8-2-6	SCHOOL ADM BLDG	910 N WALNUT ST	671-8135
8-3-4	MCKINLEY SCHOOL	407 W OHIO ST	667-0831
9-1-6	SMITH/FIRE STATION	SMITH/TRANSIT STS	686-3240
9-2-6	TROMBLEY SCHOOL	401 N BANGOR ST	667-0060
9-3-6	WARD BLDG	SPRUCE/BRADLEY STS	686-0541

NUMBER OF PRECINCTS - 27

## **Bay City Public Schools Registered Voters by Jurisdiction**

### **Bay County**

City of Auburn: 1472  
City of Bay City: 24,658  
Beaver Twp: 1848  
Frankenlust Twp: 2154  
Hampton Twp: 3361  
Kawkawlin Twp: 3122  
Merritt Twp: 814  
Monitor Twp: 8131  
Portsmouth Twp: 2888  
Williams Twp: 3454

### **Saginaw County**

Buena Vista Twp: 80  
Kochville Twp: 46  
Tittabawassee Twp: 10  
Zilwaukee Twp: 65

### **Bay County**

City of Midland: 113

## **PRECINCTS**

All Bay City Public School voters will vote at their regular polling locations used for General Elections with the exception of the following:

1. Contingent on the number of candidates or ballot issues, precincts may be consolidated if the precincts are located at the same polling location.
2. Voters from Buena Vista Township shall vote at Merritt Township Hall, 48 E. Munger Road, Munger MI
3. Voters from Kochville, Zilwaukee and Tittabawassee Townships shall vote at Frankenlust Township Hall, 2401 Delta Road, Bay City MI
4. Voters from the City of Midland shall vote at Williams Township Hall, 1080 W. Midland Road, Auburn MI
5. Hampton Township precincts 1, 2 and 5, the Essexville Hampton School District, shall vote at their regular polling locations used for General Elections.
6. Hampton Township precincts 3, 4 and 6, the Bay City School District, shall vote at the at their regular polling locations used for General Elections.

**Bay City School District**

Map Prepared By:  
 Bay County GIS Department  
 Dirk Westbury, GIS Technician  
 (989) 895-4245  
 westburyd@baycounty.net  
 January 5, 2005

**Bay City School District**

Map Prepared By:  
 Bay County GIS Department  
 Dirk Westbury, GIS Technician  
 (989) 895-4245  
 westburyd@baycounty.net  
 January 5, 2005

### **Election Responsibilities Performed by the County Clerk**

- Serve as the district's filing official and accept candidate filings, any ballot proposal language, check petitions for sufficiency, accept candidate withdrawals.
- Transmit copies of petitions to the local clerks for verification and certification of candidates for the ballot to the county clerk.
- Public Notice "Close of registration" (2) and "Notices of Election" (2).
- Arrange for the programming and layout of ballots.
- Programming fees of \$100 per precinct shall be assessed for special elections.
- Arrange for ballot printing and proofing.
- Send proof ballot to school district and candidates.
- Assign coding on the ballots and test the coding.
- Provide election inspector training on a two year cycle in conjunction with election inspector certification required by law.
- Order necessary precinct kits.
- Handle election day issues and "troubleshooting".
- Schedule canvass of election and provide election results to the Board of Canvassers for certification of the election.
- Compile reimbursement requests from local clerks and present to school district.
- Notifies each elected candidate of their election within five (5) days after certification of the election.
- Receives "Acceptance of Office with Oath of Office" of the elected candidates from the School Board Secretary.
- All other duties required of an election coordinator in conducting the school election as prescribed by law.
- Present to the school board a verified account of actual costs of conducting the school districts regular or special election not later than 84 days after the date of the regular or special election as per law.

### **Election Responsibilities Performed by the Local Clerks**

- Receive copies of the petitions for verification and certify candidates for the ballot to the county clerk.
- Conduct school district's regular and special elections
- Provide voting equipment for the district's elections
- Public notice "Public Accuracy" test
- Perform "Public Accuracy" testing
- Handle the distribution, receipt and processing of absentee ballot applications.
- Handle the issuance of absentee ballots and the return of voted absentee ballots.
- Be available on the Saturday prior to the election in order to issue absentee ballots.
- Handle Qualified Voter File (QVF) related responsibilities (production of precinct lists and updating voter history) for jurisdictions with QVF equipment.
- Appoint Election Inspectors. Every attempt will be made to work with three inspectors per precinct. In the event of consolidation of precincts at one location, an additional inspector may be assigned as necessary. Ballot questions may warrant additional inspectors, to be determined.
- The Chairperson of the election inspectors shall be paid at their respective city/township's standard rate per election. Payment shall be made by the local clerks prior to reimbursement from the Bay City School Board.
- Election Inspectors shall be paid at their respective city/township's standard rate per election. Payment shall be made by the local clerks prior to reimbursement from the Bay City School Board.
- Arrange for temporary employees as necessary; with payment by the local clerks prior to reimbursement from the Bay City School Board.
- Set up polling places on election day.
- Handle election day issues and "troubleshooting".
- Deliver election day results/materials to county clerk.
- Store voted ballots after the election.
- Present to the county clerk a verified account of actual costs of conducting the school districts regular or special election not later than 84 days after the date of the regular or special election as per law. Schools would appreciate submission of the expenses prior to June 30, the end of their fiscal year.
- Local clerks who have "opted in" hold the ability to establish precinct boundaries by resolution of their local Election Commission.
- All of duties required of a clerk in conducting the school election as prescribed by law.

### **Election Responsibilities Performed by the Secretary of the Bay City School Board**

- Submit the agenda report to “Call the Election” or “Set the Specifics” of the ballot to include the ballot language and the names of board members for Board approval as done in the past pursuant to Thrun Law Firm, legal counsel.
- Forward ballot language to the election coordinator, if submitting a ballot question on a regular election date, on a date when a city or township within the school district is holding an election by adopting a resolution to that effect, not less than 70 days before the election date, or on a special election date as provided by section 641 (4).
- Within ten days after notification by the election coordinator of the election to a school board each member-elect must file an acceptance of office with the secretary of the school board.
- Receives “Acceptance of Office with Oath of Office” from newly elected candidate.
- Forwards original of the “Acceptance of Office with Oath of Office” to the county clerk.
- Responsible for the rental payments of five (5) polling locations in the City of Bay City as had been past practice.
- Responsible for payment of one (1) absentee counting board and a second absentee counting board if the ballot issues warrant the need with the City of Bay City.
- Responsible for payment of one (1) absentee counting board with each of the townships of Hampton , Monitor and Williams.
- Within three days after appointment to fill a vacancy provide written notice to the election coordinator. Notice to include name, address and office of the person who vacated the office and the same information for the person filling the vacancy. MCL 168.311
- School board shall pay or disapprove all or a portion of the verified account within 84 days after receiving the verified account of actual costs of conducting the election. (Precinct inspectors compensated by local jurisdictions prior to this date.)
- School board shall pay their applicable portion for the canvass of the votes.
- All other duties required of a school board secretary in conducting a school election as prescribed by law.

## **REIMBURSEMENT OF COSTS ASSOCIATED WITH SCHOOL ELECTIONS**

(Michigan Election Law: 168.315 and 168.487;

Memo from State Bureau of Elections, February 2, 2004)

1. School districts are required to reimburse any expenses incurred by a county, city or township when conducting a regular or special election on behalf of the school district.
  - If a regular or special school election is not held in conjunction with another election conducted by the county or local jurisdiction, the school district is responsible for 100% of the costs attributable to the conduct of the school district's regular or special election.
  - If a regular or special school election is held in conjunction with another election conducted by the county or local jurisdiction, the school district is responsible for any added costs attributable to the conduct of the school district's regular or special election.
2. The county and local jurisdictions are required to provide the school board with a "verified account of actual costs" associated with the conduct of the school district's election no later than the 84<sup>th</sup> day after the date of the election.
3. Upon receipt of a reimbursement request, the school board must "pay or disapprove all or a portion of the verified account" within 84 days.
4. The school board is required to review any disapproved costs with the county, city or township. If an agreement on the disapproved costs cannot be reached, the Secretary of State is responsible for resolving the matter.
5. County and local jurisdictions must use the cost factors and standards established by the Department of State for the administration of the presidential primary reimbursement program when preparing reimbursement requests for school elections.

## **EXAMPLES OF REIMBURSABLE COSTS:**

1. **Precinct Inspectors** (number, rate of pay)
  - Chairpersons
  - Inspectors
  - Stand-bys/Clerks
  - Absent Voter Counting Boards
  - Training classes
  - Receiving Boards
  - Certifying Boards
  - Meals for precinct workers if normally provided
2. **Temporary Employees** (number, function, cost, length of employment)
  - Office clerical assistance to perform election functions
  - Security Guards
  - Canvassers (County or local level)
  - Vendor election-day support (software/hardware)
3. **Election Overtime or Extra Compensation Paid to Regular Employees or Officials** - if it is the jurisdiction's standard practice to pay overtime or extra compensation to regular employees or officials for handling elections (hours worked, rate of pay, number)
  - 8 a.m. - 2 p.m. on the Saturday before the Election
  - Hours in excess of 8 hours on Election Day
  - Equipment set-up/preparation
4. **Postage**
  - Absent voter ballot applications
  - Absent voter ballots
  - Inspector assignment mailings
  - Pay checks mailed
5. **Voting/Tabulation Equipment**
  - Pre-election set-up costs
  - Post-election disassembly costs
  - Equipment delivery
  - Vehicle gasoline or mileage costs associated with the transportation of voting equipment.
  - Vehicle rental charges may be claimed if the vehicles are not owned by the jurisdiction.



## **EXAMPLES OF REIMBURSABLE COSTS (CONTINUED):**

### **6. Polling Place Rental**

- Rental charges for *private* buildings used to establish polling places

### **7. Janitorial Service** (number of precincts, cost)

### **8. Publications**

- Close of registration notice (2)
- Election notice (2)
- Accuracy Test notice

### **9. Supplies**

- Ballots and/or ballot printing
- Petitions and affidavits of identity
- Poll Books
- Applications to vote
- Application binders
- Absent voter applications
- Envelopes #1, #2, #3, #4, and #5
- Green ballot case certificates
- #9 and #10 envelopes for absent voter applications
- Absent voter ballot mailing and return envelopes
- Seals (red paper seals, lead wire seals, flat metal seals)
- Write-in Statement forms
- Challenger placards
- "I Voted" labels
- Printing of letters, cards, instructions, etc.
- Mailing envelopes
- Styrofoam and punching tools
- Miscellaneous supplies (paper, pens, tape, diskettes, etc.)

### **10. Miscellaneous**

- Travel and transportation expenses
- Equipment rentals
- Election programming costs
- Social security paid on eligible payroll wages
- Placement of signage and hooding of parking signs

NO. 95-325

RESOLUTION

10/10/95

BY: WAYS AND MEANS COMMITTEE (10/3/95)

RESOLVED By the Bay County Board of Commissioners that pursuant to the recommendation of the Bay County Clerk, the fee for programming for special elections shall be set at \$100 per precinct.

EDWARD L. RIVET, CHAIRMAN  
WAYS AND MEANS COMMITTEE

ELECPROG.

Bay County Board of Commissioners 10/10/95 Session

Resolution/Motion No. 95325 Sponsored By: \_\_\_\_\_

Moved by Comm. Rivet Supported by Comm. Reder

Disposition: Adopted ☒ Defeated \_\_\_\_\_ Withdrawn \_\_\_\_\_

Amended \_\_\_\_\_ Corrected \_\_\_\_\_ Referred \_\_\_\_\_

Voile

9 Yeas, 0 Nays

If a special election is called on a date provided under Section (4), the School District Coordinating Committee shall schedule the special election date. MCL 168.641, MCL 168.312.

This Initial Report/Agreement may be altered in writing upon the consent of the undersigned jurisdictions.

The County Clerk shall file a copy of this Initial Report or subsequent altered Report(s) with the State of Michigan, Bureau of Elections and each Coordinating Committee Member shall sign the Report. MCL 168.305(1)

**Member**

**Date**

\_\_\_\_\_  
Cynthia A. Luczak, Bay County Clerk

\_\_\_\_\_  
Amy Doornhaag, Secretary Bay City School Board

\_\_\_\_\_  
Richard Charbeneau, Beaver Township Clerk

\_\_\_\_\_  
Alvin Appold, Frankenlust Township Clerk

\_\_\_\_\_  
Pamela Wright, Hampton Township Clerk

\_\_\_\_\_  
Michael Arnold, Kawkawlin Township Clerk

\_\_\_\_\_  
Kathy Bremer, Merritt Township Clerk

\_\_\_\_\_  
Cindy Kowalski, Monitor Township Clerk

\_\_\_\_\_  
Judith Bukowski, Portsmouth Township Clerk

\_\_\_\_\_  
Amy Charney, Williams Township Clerk

\_\_\_\_\_  
Lucy Wiesenauer, City of Auburn Clerk

\_\_\_\_\_  
Dana Muscott, City of Bay City

\_\_\_\_\_  
Barbara Montgomery, Buena Vista Twp, Saginaw County

\_\_\_\_\_  
George Schnepf, Kochville Twp, Saginaw County

\_\_\_\_\_  
Robert D. DuCharme, Tittabawassee Twp, Saginaw County

\_\_\_\_\_  
Patricia Bradt, Zilwaukee Twp, Saginaw County